

	REQUEST FOR QUOTATION RFQ ED08-0012		ARIZONA DEPARTMENT OF EDUCATION 1535 W. Jefferson, Bin 50C Phoenix, Arizona 85007 Phone (602) 542-4235 Fax (602) 542-4056
	Quotations will be received until 5:00 P.M., M.S.T. September 17, 2007		
	MSA TA Workshop Publications		Date: 8/30/07

VENDOR NOTICE

THIS IS NOT A PURCHASE ORDER

The terms and conditions attached to this form should be reviewed and understood before preparing a quotation. The quotation shall be the best net price. Return the quotation by the above time and date to the above address. Please reference the Buyer's name and the RFQ number on the outside of the return envelope. [X] When checked, this procurement is limited to small businesses participation (see A.A.C. R2-7-101)

BUYER: **Jo Summers**

VENDOR QUOTATION

Item	Description of Material or Service	Unit	QTY	Price	Extended Price
1	ISBN: 9781412915045 Learning to Lead Mathematics Professional Development	EA	100		
2	ISBN: 9780914409328 Making Science Accessible to English Learners: A Guidebook for Teachers	EA	50		
3	ISBN: 9780761946861 Designing Professional Development for Teachers of Science and Mathematics	EA	150		
4	ISBN: 9781933531014 Linking Science and Literacy in the K-8 Classroom	EA	50		
5	Freight Charge	LOT	1		
				Subtotal	
				Tax (Rate)	
				Total	

The Undersigned hereby offers and agrees to furnish the service(s) in compliance with all the terms, conditions, specifications and amendments in the solicitation.

Company Name

Name of Person Authorized to Sign Offer

Street Address

Title of Authorized Person

City State Zip Code

Signature of Authorized Person Date of Offer

Telephone Number: _____

Facsimile Number: _____

Employer Identification Number: _____

Product shall be received on or before 10/5/07 at 1535 W Jefferson, Phoenix, AZ 85007

Payment Terms: Net 30

Please check as many as applicable:

____I certify that my company is a Woman-Owned Business Enterprise (WBE). A WBE is defined as an enterprise where a woman owns at least 51% of the business. The owner(s) must have the day-to-day control of the firm and have experience and expertise in the firm's primary area of operation. The owner(s) must hold a proportionate share of the business capital, assets, profits and losses commensurate with their ownership interest.

____I certify that my company is a Minority-Owned Business Enterprise (MBE). An MBE is defined as an enterprise where an ethnic minority owns at least 51% of the business. The owner(s) must have the day-to-day control of the firm and have experience and expertise in the firm's primary area of operation. The owner(s) must hold a proportionate share of the business capital, assets, profits and losses commensurate with their ownership interest.

SPECIAL TERMS & CONDITIONS

Request for Quotation No. ED08-0012

1. **SUBMISSION:** Quotations shall be signed by the offeror where applicable and delivered as designated no later than the date and time indicated on the first page of the document.
2. **OPENING:** This is an informal quotation which will not be read at a public opening; however, the information may be publicly reviewed after an award.
3. **STANDARD PROVISIONS:** The State of Arizona's Uniform Instructions and Uniform Terms and Conditions, where applicable, are a part of this document as if fully set forth herein. Copies of these documents are available from the Arizona Department of Education (ADE) Procurement Office.
4. **TAXES:** The State of Arizona is exempt from Federal excise Tax, including the Federal Transportation Tax, Sales Tax, if any, shall be indicated as a separate item.
5. **BID REJECTION:** The State reserves the right to reject any, or all, bids, combinations of items, or lot, and to waive defects or informalities.
6. **BRAND NAMES:** Any manufacturer's names, trade names, brand names or catalog numbers used in the specifications are for the purpose of describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other vendors but are intended to approximate the quality design or performance which is desired. Any bid which proposes like quality, design or performance will be considered. If the description of your offer differs in any way, you must give a complete detailed description of your quotation including pictures and literature where applicable. Unless a specific exception is made, the assumption will be that you are bidding exactly as specified on the Request of Quotation.
7. **ERASURE:** Erasures, interlineation or other modifications must be initialed by the individual signing the Request for Quotation.
8. **UNIT PRICE:** In case of error in the extension prices in the Quotation the unit price will govern. No Quotation shall be altered, amended or withdrawn after the specific date and time for receiving Quotations. Negligence by the vendor in preparing the Quotation confers no right for the withdrawal of the quotation after it has been opened.
9. **PAYMENT:** The state will make every effort to process payment for the purchase of goods or services within thirty (30) calendar days after receipt of goods or services and a correct notice of amount due, unless a good faith dispute exists as to any obligation to pay all or a portion of the account. Any offer that requires payment in less than thirty (30) calendar days shall not be considered.
10. **PAYMENT DISCOUNT:** Payment discount periods will be computed from the date of receipt of material/service or correct invoice, whichever is later, to the date Buyer's warrant is mailed. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice. Payment discounts of thirty (30) calendar days or more will be deducted from the bid price in determining the low bid. However, the buyer shall be entitled to take advantage of any payment discount offered by the Vendor provided payment is made within the discount period.
11. **ARIZONA PROCUREMENT CODE:** The Arizona Procurement Code (A.R.S. Title 41), Chapter 23 is available at most public libraries; A.C.C.R. Title 2, Chapter 7 may be purchased from the Arizona Secretary of State; and both are available for review at the ADE Procurement Office.
12. **REASONS FOR CANCELLATION:** Failure to provide materials, supplies or instruments in accordance with specifications or failure to meet the stated delivery commitment shall be cause for IMMEDIATE cancellation of the contract.
13. **AWARD:** Unless otherwise noted herein, award shall be made to the lowest responsive and responsible offeror.